

PERKINS NONTRADITIONAL OCCUPATIONS
CTE PROGRAMS OF STUDY
GRANTS

2013 – 2014 RFP



OFFICE OF THE COMMISSIONER
OF HIGHER EDUCATION



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

August 2013

**GRANT APPLICATION DUE DATE:
5:00 P.M. ON SEPTEMBER 20, 2013**

Notice of Nondiscrimination

It is the policy of the Office of the Commissioner of Higher Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Office of the Commissioner of Higher Education MOA Coordinator at kwicks@montana.edu.

Montana Office of the Commissioner of Higher Education
2500 Broadway
Helena, MT
59620



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The CTE brand logo, brand-positioning, theme, and brand extensions are the property of NASDCTEc.

<p style="text-align: center;">Perkins Nontraditional Occupations CTE Programs of Study Demonstration Grants</p>

Purpose: To recruit and retain students within a CTE Program of Study (**secondary + post-secondary**) that leads to a high skill, high wage, or high demand occupation that is nontraditional by gender.

Nontraditional Occupations by Gender:

Males

Nursing/Healthcare
Early Childhood Education/Teaching K-3

Females

Science, Technology, Engineering, Math (STEM)
Trades (e.g., Construction, Manufacturing)

Awards: Up to **six** one year grant awards of **no more than \$15,000** each will be available to Perkins eligible: school districts, two-year programs, tribal colleges, community colleges or consortia to support the successful recruitment and retention of students in CTE Programs of Study (POS) that lead to a career which is nontraditional by gender*.

**Note: Only Perkins Eligible entities in good standing are eligible to apply.*

Important Dates:

- Application deadline: September 20, 2013
- Grant winners notified: October 24, 2013
- Grant funds available: July 1, 2013 - June 30, 2014
- Final Narrative Report deadline: June 1, 2014
- Final Fiscal Closeout Report Due: August 15, 2014

Secondary and Postsecondary Involvement: Collaboration between secondary and postsecondary institutions is highly encouraged. Applications demonstrating partnership between secondary and postsecondary entities will be given preference.

Use of Funds: Funds **MAY** be used to (list is not inclusive):

- Create or purchase materials about careers that are nontraditional by gender
- Develop and implement a non-traditional after-school work experience or internship
- Provide or attend training about nontraditional careers for CTE POS teachers, instructors, and faculty
- Bring nontraditional role models to high schools with CTE POS to describe their experiences to students
- Pay for field trips to events, jobs or training centers featuring nontraditional workers
- Provide secondary/postsecondary instructors with collaboration time to review and revise curriculum, program environment, or teaching strategies designed to recruit and retain nontraditional students
- Implement new recruiting or retention strategies within a CTE Program of Study
- Develop a mentor system using former students and/or current practitioners

Funds **CANNOT** be used to:

- Purchase equipment with a value exceeding \$300
- Pay for college tuition or fees
- Pay for promotional materials such as T-shirts, cups or keychains

Commitment of Participation, Reporting and Evaluation: Full participation includes providing necessary reports, including a written final report that documents project activities, populations served, and outcomes achieved, as well as a final expenditure sheet at year end.

Application Materials and Instructions: Complete applications must include the following:

- Application Cover Page (Attached)
- Proposal Narrative (See attached “Narrative and Budget Information” for instructions on what to address and “2013-14 Scoring Guide” for the criteria and scoring process that will be used to evaluate proposals)
- Proposed Budget Worksheet (Attached)
- Statement of Assurances (Attached)

Application Submission Process: To be considered for funding, an **electronic version of the complete application, including a scanned copy of the signed Statement of Assurances, must be received by 5:00 pm on September 20, 2013.** Faxed copies will not be accepted. Electronic copies should be sent to: kwicks@montana.edu

In addition, a hard copy of the completed application should be mailed by DATE to:

Kali Wicks, Perkins Accountability Specialist
Office of the Commissioner of Higher Education
PO Box 203201
Helena, MT
59620

Questions: For questions about the submission process, please contact Perkins Accountability Specialist Kali Wicks at 406-444-0313 or kwicks@montana.edu.



FORMAT FOR PROPOSALS
REQUEST FOR PROPOSALS FOR FUNDS FROM THE
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006

Non-Traditional RFP 2013-2014

IMPORTANT: Please type or print in ink. **PLEASE NOTE THAT LATE, INCOMPLETE OR UNSIGNED REPORTS COULD RESULT IN FORFEITURE OF GRANT MONEY FROM NON-FEDERAL FUNDS.**

Eligible Recipient-Secondary and Postsecondary Institution(s)

Date of Application

Applicant or Project ID Number

Title of Proposed Project in 14 words or less (if applicable):

Project Director

Director's Address

City

State

Zip

Telephone Number (s)

Email Address

Fax Number (s)

Fiscal Staff

Phone Number

Email

CERTIFICATION

I certify to the best of my knowledge and belief that this report, is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Project Director's Signature:

Date Signed:

CERTIFICATION AND ASSURANCES
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006

The applicant will comply with the requirements of P.L.105-332 (the Perkins Act) and all applicable federal and state rules and regulations, including timely reporting of fiscal and programmatic data. **In particular, P.L. 105-332 funds will be used to supplement, and in no case to supplant, state or local funds.**

The applicant assures the Montana Board of Regents that services provided under the approved project will be provided in accordance with P.L.105-332, will not discriminate or violate provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973.

Signature LEA Dean or Principal

Printed Name

Date

Signature LEA Project Director

Printed Name

Date

Signature LEA Fiscal Agent

Printed Name

Date

Narrative & Budget Information

Address proposal and budget narrative in 4-6 pages. The Proposed Budget Worksheet that follows is an additional page that must be included with the application.

- 1) How does this project encourage the successful recruitment and retention of males or females within a CTE Program of Study that leads to an occupation that is nontraditional by gender? (Males in nursing/healthcare or early childhood education/teaching K-3. Females in STEM-related careers or the trades.)
 - What are the major activities or strategies that will be carried out and by whom?
 - How do proposed activities at the secondary level link to postsecondary component, or vice versa?
 - What is the timeline for this project?
- 2) What are the Secondary and Postsecondary project goals and intended outcomes?
 - How will the development, implementation, and evaluation of the project impact both secondary and postsecondary components of a CTE Program of Study that leads to a nontraditional occupation?
 - Describe goals and outcomes in detail and how these relate to the project's activities.
 - How many students does the project intend to reach? Males? Females?
- 3) How will the proposed project help the recipient's performance on the Perkins performance measures related to Nontraditional Occupations, especially 6S1/5P1 (nontraditional participation at the high school/postsecondary level)? How do you intend to evaluate your progress in meeting the project's stated goals and outcomes?
 - Include information about the applicant's most recent performance on Perkins measure 6S1/5P1
 - Describe the evaluation plan and activities
 - Identify the responsible parties for the evaluation activities
- 4) Complete the proposed Budget Sheet and provide no more than a one-page Budget Narrative of explanation of the budget—with the focus on the expenditure of these Perkins funds.

SAMPLE Budget Worksheet

Title of Project: _____

Project Start Date: _____ Project End Date: **June 30, 2014**

	Perkins Nontraditional Grant Funds	LOCAL*	IN-KIND & OTHER SOURCE*	TOTAL
A. Staff				
Salaries				
Benefits				
In-State Travel				
Professional Development				
Other				
B. Students				
In-State Travel				
Supplies				
Other				
C. Supplies and Equipment				
Office Supplies (phone, copier, etc.)				
Instructional Supplies				
Equipment (less than \$300)				
Other				
D. Indirect/Overhead Indirect Cost @ 5% maximum				
E. Other (Include explanation)				
COLUMN TOTAL				

*Matching funds from other sources are not required.

Statement of Assurances

Assurances form a binding agreement between the eligible recipient fiscal agent, the Montana Office of the Commissioner of Higher Education, and the U.S. Department of Education that assures all legal requirements are met in accordance with state and federal laws, regulations, and rules. These assurances apply to program activities and expenditures of funds. Compliance to general and specific program assurances is the legal responsibility of the eligible recipient under the authorization of the local board of education.

Fiscal Agent Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

The Eligible Recipient Fiscal Agent certifies the following statements:

- The Fiscal Agent understands and will comply with the provisions, regulations and rules of the Carl D. Perkins Career and Technical Education Act of 2006.
- The Fiscal Agent will use federal funds to supplement the eligible recipient's CTE programs of study and will not use federal funds to supplant existing funds or reduce general or other funds.
- The Fiscal Agent will provide, on request, complete and accurate data as required.
- The Fiscal Agent understands and will comply with all applicable assurances for Federal Grant Funds. These assurances can be found at: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
- The agency agrees to provide required descriptive and statistical reports, including a written final report and final expenditure sheet at year end.
- The agency assures that they **are** _____ **(or) are NOT** _____ currently on a voluntary plan of correction for civil rights deficiencies.

Print Name of Authorized **Fiscal** Agent

Title

Signature of Authorized **Fiscal** Agent

Date

Print Name of Authorized **Secondary** Representative

Title

Signature of Authorized **Secondary** Representative

Date

Print Name of Authorized **Postsecondary** Representative

Title

Signature of Authorized **Postsecondary** Representative

Date

Scoring

Each proposal must contain the following information which will be weighted as shown.

Points	Category
100	Project Description <ul style="list-style-type: none">A. Proposal identifies a CTE Program of Study that meets nontraditional occupations as defined by the RFPB. Timeline is clear and responsible parties are identifiedC. Major activities are described and meet the intent of the RFPD. Relationship between the project activities and the secondary and postsecondary components of CTE Program of Study are addressed
100	Goals & Outcomes <ul style="list-style-type: none">A. Secondary or/& Postsecondary goals and outcomes are clear and match project activitiesB. Targeted student population is sufficient to meet project goals/outcomesC. Current project builds on previously funded activities (if applicable)
80	Project Evaluations <ul style="list-style-type: none">A. Data on applicant's past performance on Perkins 6S1/5P1 is providedB. Evaluation plan and activities are describedC. Responsible parties for evaluation activities (data collection, final report) are identified
80	Communication of Project's Activities & Accomplishments <ul style="list-style-type: none">A. Communication Strategies are describedB. Timeline for activities is clearly identified
80	Budget <ul style="list-style-type: none">A. Budget narrative matches budget itemsB. Budget narrative explains what budget items are and their purposeC. Proposed budget is reasonableD. Budget items are allowable pursuant to RFP guidelines
60	Additional Elements & Criteria <ul style="list-style-type: none">A. Proposal Partners Secondary/PostsecondaryB. Narrative meets page requirements and is well writtenC. Spelling and Grammar is accurate
500	Total Maximum Points
*Proposals that do not achieve at least 250 points will be disqualified. A proposal will be considered for funding ONLY if the application package is properly signed and completed.	

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CTE PROGRAMS OF STUDY
GRANTS

2013-2014 CHECKLIST

Required

- ☐ Cover Page (Signed)
- ☐ Budget
- ☐ Proposal Narrative
- ☐ Statement of Assurances (Signed)

Optional

- ☐ Letters of Support
- ☐ Other